



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-358

Date: May 4, 1998

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### SUBCHAPTERS

### 3 FAM 2790 and 3 FAM 4170

### MAJOR CHANGES

1. The old 3 FAM 842.1, 3 FAM 842.2, and 3 FAM 842.3 are now 3 FAM 2791, 3 FAM 2792, and 3 FAM 2793 respectively.

2. Subchapter 3 FAM 4170 replaces 3 FAM 4100 Appendix A-Old 3 FAM 628.

a. This revision clarifies the nature and scope of the Department regulations concerning official clearance of public speaking, writing, and teaching by foreign affairs agency employees on matters of official concern. Materials prepared by employees in their official capacities, and materials prepared by employees in their private capacities, will be subject to different procedures and standards under this modified subchapter. The revised regulations retain the original requirement that materials published by an employee in his or her private capacity must contain an explicit disclaimer indicating that the views expressed are those of the employee and not necessarily those of the U.S. Government.

b. The revision clarifies that the purpose of reviewing materials of official concern prepared by employees in their private capacities is to ensure that classified information and other information protected by law is not improperly disclosed, and that the views of employees are not improperly attributed to the United States Government. Agency review of such materials prepared in an employee's private capacity is limited to thirty days pursuant to the revised regulation.

c. The regulation now also specifies the limited responsibilities of Special Government Employees and former employees under this subchapter.

3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2 ).

## FILING INSTRUCTIONS

1. Insert the new Unassigned page (for 3 FAM 2770 AND 2780) and new subchapter 3 FAM 2790 after subchapter 2760 ( 3 total pages).

2. Remove and destroy the text of the old 3 FAM 4100 Appendix A-Old 3 FAM 628, (issued under TL:PER-304, dated 11-08-95; 4 total pages). Insert the new subchapter 3 FAM 4170 and the Unassigned page for 3 FAM 4180 after subchapter 4160 (12 total pages).

3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:358-05-04-1998, and initial.

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**(PER) for subchapter 2790**

**(L) for subchapter 4170**